Standard Operating Procedures

GULF LOWER ATLANTIC DISTRICT

of the Universal Fellowship of Metropolitan Community Churches

ARTICLE I. NAME AND BOUNDARIES

A. The name of this body shall be the Gulf Lower Atlantic District of the Universal Fellowship of Metropolitan Community Churches. The Gulf Lower Atlantic District hereinafter called "the District" exists under the provision of the By-laws of the Universal Fellowship of Metropolitan Community Churches, hereinafter called "UFMCC." The UFMCC By-laws shall govern these Standard Operating Procedures and all actions taken by the District or its officers.

B. The District shall comprise the states of Alabama, Georgia, Mississippi, North Carolina, South Carolina, and Tennessee. Action of the General Conference of UFMCC or the General Council of UFMCC affecting the boundaries of this District shall automatically amend this section without specific District action.

ARTICLE II. PURPOSE

The purpose of this District is to encourage Christian fellowship and mutual cooperation, to enable and empower Christian ministry within our jurisdiction through the member congregations and bodies, and other objectives as set forth in the UFMCC By-laws. (Article V C)

ARTICLE III. DOCTRINE, SACRAMENTS, AND RITES

The doctrine, sacraments, and rites of this District shall be those of UFMCC as stated in the UFMCC By-laws. (Article III)

ARTICLE IV. MINISTRY

This District affirms the universal priesthood of all believers (I Peter 2:5-10). All members of the Church are called by God to a ministry of the Gospel of Christ in the Church and in the world. (UFMCC By-laws, Article IV)

A. Clergy

1. Clergy are those called by God, authorized and legally recognized by UFMCC to serve among the people as professional ministers of the Word and Sacraments.

2. This District recognizes the right of UFMCC to determine procedural matters and standards pertaining to the responsibilities, qualifications, credentials, and discipline of UFMCC clergy as specified in the UFMCC By-laws. (Article IV B)

B. Pastor

1. The pastor is that person responsible for the duties of teacher, preacher, spiritual leader, and counselor within a local church congregation.

2. Local chartered churches and local commissioned churches elect a pastor. It would be encouraged that a local commissioned church seek the assistance of the District Coordinator in securing a pastor. The pastor of a commissioned church must be approved by the District Coordinator and by the District Committee.

3. Pastors must be credentialed clergy in UFMCC unless an exception is made by the District Committee. Exceptions will be approved for no more than one year at which time the District Committee will review the status. At the time of approval a covenant will be established between the applicant, local church and the District Committee.

4. This District recognizes the right of UFMCC to determine procedural matters and standards pertaining to the qualifications, responsibilities, and termination of service of pastors as specified in the UFMCC By-laws. (Article V B 2)

C. Student Clergy

1. Student Clergy are those who feel called by God to prepare to serve among the people as professional ministers of the Word and Sacrament. For a limited time they may serve in this position to test their call and to develop needed skills.

2. This District recognizes the right of UFMCC to determine procedural matters and standards pertaining to the responsibilities, qualifications, appointments, training and discipline of student clergy as specified in the UFMCC By-laws. (Article IV B 2)

3. A copy of The Clergy Credentials and Concerns Committee student clergy registration must be forwarded to the District Coordinator by student clergy upon approval by the appointing authority.

4. If the need arises the District Coordinator may request student clergy to serve for district work. This request is subject to approval of the appointing authority and the District Committee. (UFMCC By-Laws, Article IV B 2 f)

D. Deacon

If the need arises the District Coordinator may request a deacon to serve for district work. This request is subject to approval of the appointing authority and the District Committee. (UFMCC By-laws, Article IV A 2 f)

ARTICLE V. GOVERNMENT AND OFFICERS

The government of this District is vested in its District Conference which exerts the right to control all of its affairs subject to these Standard Operating Procedures and the By-laws of UFMCC.

A. District Committee

The District Committee is that body elected by the District Conferences to carry on the administrative affairs of the District in an orderly manner between District Conferences. All actions of the District Committee must be reported to and approved by the District Conference except where specifically provided for in these Standard Operating Procedures or the UFMCC By-laws. If any action taken by the District Committee is not approved, such rectification as is possible must be undertaken by the District Committee as soon as possible with the further approval of the District Conference.

1. Members

The Officers of the District shall be the District Committee and shall consist of District Coordinator, Assistant District Coordinator, District Clerk, District Treasurer, District Lay Representative, and District Clergy Representative.

a. District Coordinator

(1) The District Coordinator shall be elected to a four year term at the autumn District Conference in odd numbered years.

(2) The duties of the District Coordinator shall be to: (a) provide spiritual direction and guidance, (b) act as Moderator at all District Conferences and meetings, (c) represent the District as a member of the UFMCC General Council, (d) represent the General Council within the District, (e) coordinate and administer the work of the District in achieving its purposes, and (f) assure, with the approval of the District Committee, that every church within the District is supplied with pastoral leadership. It shall be the right and duty of the District Coordinator, or any representative whom the District Coordinator may delegate, to visit all churches within the District at least once a year. The District Coordinator shall also serve as the chair of the District Committee.

(3) The newly elected District Coordinator will assume the duties of the office sixty (60) days after the election. To enable the orderly transfer of leadership/resources, the outgoing District Coordinator will meet at least once within that period with the new District Coordinator for transference of records and training at district expense. The outgoing District Coordinator will consult on at least a weekly basis with the newly elected District Coordinator to further provide for a smooth transfer of responsibilities.

(4) In the event that physical or mental conditions prevent the District Coordinator from performing the duties of office, the Assistant District Coordinator shall serve as District Coordinator to fulfill all district and fellowship responsibilities until such conditions cease to exist. Determination of such conditions and of their duration shall be made either by the District Coordinator or by majority vote of the District Committee.

b. Assistant District Coordinator

(1) An Assistant District Coordinator shall be elected to a two year term at the autumn District Conference in odd numbered years.

(2) The Assistant District Coordinator assumes the chair at meetings of the District Conference or District Committee in the absence of the District Coordinator or at the District Coordinator's request. The Assistant District Coordinator shall perform other duties as deemed appropriate by the District Coordinator and/or the District Committee.

(3) In the event of the resignation or any other termination of responsibilities of the District Coordinator, the Assistant District Coordinator will serve as the District Coordinator, until the next regularly scheduled District Conference, at which time the conference will elect a District Coordinator to fill the unexpired term. The elevated Assistant District Coordinator would fulfill all district and fellowship responsibilities.

c. District Clerk

(1) The District Clerk shall be elected to a two year term at the autumn District Conference in even numbered years.

(2) The District Clerk shall be responsible for: (a) the recording and expeditious distribution of the minutes of the District business meetings to all voting members of the previous District Conference, including the District Committee meeting (confidentiality applies only to discussion, not decision or actions), (b) for maintaining current lists of district committees and mailing lists, and (c) for keeping orderly files of District records and pertinent materials including District statistical information.

(3) The District Clerk shall also be responsible for correspondence and other duties as deemed appropriate when mandated by the District Coordinator or the District Committee.

d. District Treasurer

(1) The District Treasurer shall be elected to a two year term at the autumn District Conference in even numbered years.

(2) The District Treasurer shall be responsible for: (a) the receipt and safekeeping of all funds of the District, (b) the disbursing of funds as directed by the District Committee and in accordance with the budget adopted by the District Conference, (c) the keeping of accurate books of all accounts payable and accounts receivable, (d) the preparation of a monthly statement report which shall be sent to the District Coordinator and filed in the district records, and (e) the preparation of a quarterly statement report which shall be sent to members of the District Committee, to all district congregations through the clergy and lay delegates, and to the General Council. The District Treasurer shall present a financial report at each District Conference.

e. District Lay Representative

(1) The Lay Representative of the District shall be elected for a two year term by the lay delegates present at the autumn District Conference in odd numbered years and confirmed by the Conference floor. A separate election for the Alternate Lay Representative will then be held at the same conference and confirmed by the Conference floor.

(2) The District Lay Representative shall serve as the elected lay representative to the UFMCC Commission on Laity. The responsibilities of the Lay Representative shall include (a) educating and informing the laity on the function and activities of lay persons within this District by speaking/preaching, visiting, distributing printed materials, (b) acting as an advocate for the interests of the District's laity, and (c) serving as a member of the District Committee.

f. Clergy Representative

(1) The Clergy Representative of the District shall be elected for a two year term by the clergy present at the autumn District Conference in even numbered years and confirmed by the Conference floor. A separate election for the Alternate Clergy Representative will then be held at the same conference and confirmed by the Conference floor.

(2) The duties of the Clergy Representative will be to act as an advocate for the interests of the clergy in the district and to serve on the District Committee.

2. Responsibilities

The District Committee shall carry out the following responsibilities:

a. propose a budget to the District Conference each year (autumn) and implement such a budget effective January 1 subsequent to when adopted;

b. establish a procedure for formulating and distributing a tentative agenda to be mailed to all delegates, District Officers, and congregations at least thirty (30) days prior to the Conference;

c. establish and make appointments to District committees and task forces;

d. carry out the directives of the District Conference and of the General Conference as appropriate;

e. act upon petitions for commissioning and chartering according to the procedures established by the District Conference;

f. foster growth and development of new works within the District;

g. name the Board(s) of Trustees of any property acquired by the District; and

h. perform other duties as specified in the UFMCC By-laws, the District Standard Operating Procedures, and/or the District Church Status Standards.

B. District Liaisons

1. District Liaisons will be appointed by the District Committee to serve as liaisons between the District and its local congregations. Before appointment each liaison must complete the training program, be members in good standing in an MCC Church and have a letter of recommendation from their local church.

2. The duties of the District Liaisons are to serve in a non-governmental capacity in efforts to develop a network of communication and a sense of community within the district.

3. A District Liaison Chair will be appointed by the District Coordinator (approved by the District Committee).

4. The duties of the District Liaison Chair will be to (a) serve as a District Liaison, (b) recruit and train persons to serve as District Liaisons, (c) coordinate the activities of the District Liaisons, and (d) serve as an ex-officio member, who is a non-voting member of the District Committee.

C. District Representatives to UFMCC Boards, Commissions, Committees, and Institutions

1. General Council

a. The District Coordinator shall represent the District on the General Council of UFMCC as specified in the UFMCC By-laws. (Article V D 3)

b. The election and responsibilities of the District Coordinator are as specified in the District Standard Operating Procedures. (Article V B 1 a)

2. Commission on the Laity

a. The District Lay Representative shall represent the District on the Commission on the Laity as specified in the UFMCC By-laws. (Article V C 3 b [4])

b. The election and responsibilities are as specified in the District Standard Operating Procedures. (Article V B 1 e)

3. UFMCC Commission of Faith, Fellowship and Order

a. The District shall elect one Lay and one Clergy Representative to the UFMCC Commission on Faith, Fellowship and Order, and their alternates, for two year terms at the District Conference business meeting immediately following General Conference.

b. Representatives shall attend Commission meetings whenever possible, present FFO Workshops at District meetings when workshops are available, and serve this District as required by the Commission.

4. Elders Nominating Committee

   a. The District shall elect one Lay and one Clergy Representative to the Elders Nominating Committee, and their alternates, at the business meeting immediately prior to General Conference for terms expiring at the end of the election of the Elders.

   b. Prior to General Conference, these Representatives shall collect input from District congregations on possible nominees for the Board of Elders.

D. Department of People of Colors

1. Department of People of Colors Representative

   a. The DPOC Representative shall be a person of color (clergy or lay) elected for a two year term at the autumn District Conference following a General Conference.

   b. The duties of the DPOC Representative shall be:

      (1) to oversee the establishment of a District Department of People of Colors Chapter, and to serve as its Chairperson;

      (2) to attend Department of People of Colors conferences as the District Representative;

      (3) to assure the timely distribution of reports of DPOC conferences and other information regarding people of color.

      (4) to provide input from both the District DPOC Chapter and local DPOC chapters to the District Committee and District Conference; and

      (5) to recommend and act as a consultant for workshops and programs on the local church level.

2. White People Healing Racism Representative

   a. The WPHR Representative shall be a white person (clergy or lay) elected for a two year term at the autumn District Conference following a General Conference.

   b. The duties of the WPHR Representative shall be:

      (1) to oversee the establishment of a Division of White People Healing Racism Chapter, and to serve as its Chairperson;

      (2) to attend White People Healing Racism conferences as the District Representative;

      (3) to assure the timely distribution of reports of WPHR conferences and other information regarding people of color.

      (4) to provide input from both the District WPHR Chapter and local WPHR chapters to the District Committee and District Conference; and

      (5) to recommend and act as a consultant for workshops and programs on the local church level.

D. All District Committee members, District Representatives, and appointed or elected staff must be members in good standing of local church bodies within the District during their term of office. The discipline of these positions shall be in accordance with the provisions of the UFMCC By-laws. (Article V C 2 c).

E. No District officer or representative may hold more than one District position at any one time.

F. All District Committee Officers shall submit written reports on the fulfillment of their duties which will be included in the conference packets.

G. Vacancies

1. If a vacancy occurs in the office of District Coordinator, the Assistant District Coordinator will serve as Acting District Coordinator until the next District Conference at which time an election shall be held to fill the unexpired term.

2. If a vacancy occurs in the office of Assistant District Coordinator, the District Committee shall appoint an interim Assistant District Coordinator to serve until the next District Conference at which time an election shall be held to fill the unexpired term.

3. If a vacancy occurs in the office of District Clerk, the District Committee shall appoint an interim District Clerk to serve until the next regularly scheduled District Conference at which time a person shall be elected to fill the remainder of the regular term of office.

4. If a vacancy occurs in the office of District Treasurer, the District Committee shall appoint a person to fill the vacancy until the next regularly scheduled District Conference at which time a person shall be elected to fill the remainder of the regular term of office.

5. If a vacancy occurs in the Office of District Lay Representative, District Clergy Representative, District FFO Representative, District DPOC Chairperson, District WPHR Chairperson, the person who is the alternate representative shall fill the remainder of the term. An alternate representative will be elected at the next District Conference. Should both the position of representative and alternate be vacant, the District Committee shall appoint a representative. The appointment shall stand until the next District Conference.

6. If a vacancy occurs in the position of Representative to the Elders Nominating Committee, Alternate Lay/Clergy Representatives shall fill the remainder of the term.

ARTICLE VI. MEETINGS

A. The District Conference shall be held twice a year, one in the spring and one in the autumn, dates to be set at least eighteen (18) months in advance. The spring conference may be primarily for fellowship and spiritual renewal; the autumn conference shall also include elections and business.

B. The location for District Conference will be determined by the District Conference eighteen (18) months in advance.

C. Special District Conferences may be called as specified in the By-laws of UFMCC (Article IX B). The call of such a conference shall specify the date and place of the meeting and the subject(s) to be considered. It shall be the responsibility of the District Clerk to provide thirty (30) days written notice of such a call to all voting members of the District Conference. Only business specified in the call of the meeting shall be considered.

D. A quorum shall consist of no less than fifty-five percent (55%) of all eligible clergy and fifty-five percent (55%) of all eligible lay delegates of the District. An eligible lay delegate is a person from a church whose District and UFMCC tithes, that are due by the 10th of the month preceding the Conference, have been received by the respective District Treasurer and the UFMCC Treasurer, postmarked by the 10th of that month. Exceptions can be made by the District Conference on a good faith effort.

E. The program and tentative agenda for all District Conferences must be approved and distributed by the District Committee 30 days prior to the conference. (GLAD SOP'S Article V B 2)

F. Rules of procedure at a District Conference business meeting shall be those of the most recent General Conference of UFMCC. It shall be the prerogative of the moderator, unless overruled by a majority vote of the eligible voting delegates, to permit persons to speak to an issue even if they are not elected representatives of the District church bodies or UFMCC clergy affiliated with the District.

G. The District Coordinator shall have the responsibility of providing reasonable opportunity for the introduction of new business from the floor except at a Special District Conference.

H. The proposed budget of the District must be distributed by the District Committee not less than thirty (30) days prior to the date of the District Conference.

I. All UFMCC clergy who are members of local church bodies in the District shall be entitled to speak and to vote. Each church shall be entitled to the number of voting delegates according to the By-laws of UFMCC (Article V B 4) and the District Coordinator shall have voice and vote in his/her respective house.

J. Lay members of UFMCC Shall be eligible for election to any office of the District for which they are qualified, in accordance with the UFMCC By-laws (Article V C 3) and District Standard Operating Procedures.

K. The costs of a District Conference shall be borne by the District which may recoup any or all of these costs through a registration fee. The District will be responsible for paying the portion of registration costs, housing, transportation, and per diem of its District Committee members which are not the prior responsibility of a local church body.

L. With the exception of Sunday worship service, all offerings shall be collected immediately by the District Treasurer and shall be considered District funds. The monies from the Sunday worship will go to the MCC church in the city where the conference is held. Where there is more than one church, the monies will be equally shared. If there are no MCC Churches in the conference city, the monies will go toward New Works. Profits realized through the sales of books and/or items by any congregation belong to the congregation offering the item for sale.

M. All conference materials, agendas, budgets, reports, etc., shall be mailed to all non-voting conference registrants who register fourteen days prior to the conference. Voting delegates will receive their packets thirty (30) days in advance. District newsletters and Treasurer's reports are not included in conference materials. These items are to be photocopied by the Lay representative and made available to each member of their local congregation upon receipt (monthly and quarterly respectively).

ARTICLE VII. FINANCES

A. Each congregation is required to contribute to the District, on a monthly basis, a minimum of five percent (5%) of all collected funds, except recognized designated funds in accordance with the UFMCC By-laws (Article X B) by the 10th of each month. These monies will be used by the District to help expand Christian outreach and defray District administrative costs.

B. When conducting official District business; housing costs, per diem, and travel costs of the District Coordinator, the Assistant District Coordinator, or other persons officially representing the District shall be paid on the basis of either actual costs of plane, train, bus, or mileage at the current IRS business mileage rate or that reasonable amount approved through the budgeting process of the District. Such costs shall be reimbursed only if approved in advance by the District Conference, the District Committee, or by the District Coordinator.

ARTICLE VIII. MISCELLANEOUS

A. Permanent District files shall be maintained in the custody of the District Coordinator and the District Clerk.

B. The District Coordinator shall appoint a Parliamentarian for each District business session.

C. It is the policy of this District, whenever possible, to maintain a parity of clergy and laity, with geographic representation, inclusive of differently abled, race and gender on committees, task forces, and working groups.

D. Neither the District Coordinator's office nor local chartered church offices may be in private homes. No local church address may be a private home.

E. Monthly statistical reports shall be submitted to the District Treasurer by the 10th of each month.

ARTICLE IX. APPROVAL AND AMENDMENTS OF THESE POWERS

A. These Standard Operating Procedures shall come into effect when they are adopted by the District Conference on an interim basis and finalized when ratified by the General Council. Two-thirds (2/3's) of the voting clergy and two-thirds (2/3's) of the voting laity shall be necessary to adopt these Standard Operating Procedures.

B. These Standard Operating Procedures may be amended or repealed on an article-by-article basis at any duly convened meeting of the District Conference. They shall be proposed in writing an distributed to all voting delegates at least thirty (30) days prior to the District Conference by an District Officer, any UFMCC credentialed clergy, any lay delegate, or the Board of any local church group. To be adopted, any amendment or change to these procedures must be approved by two-thirds (2/3's) of the voting clergy and two-thirds (2/3's) of the voting laity. Amendments become effective when ratified by the General Council.

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Standard Operating Procedures

GULF LOWER ATLANTIC DISTRICT

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2. This District recognizes the right of UFMCC to determine procedural matters and standards pertaining to the responsibilities, qualifications, appointments, training and discipline of student clergy as specified in the UFMCC By-laws. (Article IV B 2)

3. A copy of The Clergy Credentials and Concerns Committee student clergy registration must be forwarded to the District Coordinator by student clergy upon approval by the appointing authority.

4. If the need arises the District Coordinator may request student clergy to serve for district work. This request is subject to approval of the appointing authority and the District Committee. (UFMCC By-Laws, Article IV B 2 f)

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(3) The newly elected District Coordinator will assume the duties of the office sixty (60) days after the election. To enable the orderly transfer of leadership/resources, the outgoing District Coordinator will meet at least once within that period with the new District Coordinator for transference of records and training at district expense. The outgoing District Coordinator will consult on at least a weekly basis with the newly elected District Coordinator to further provide for a smooth transfer of responsibilities.

(4) In the event that physical or mental conditions prevent the District Coordinator from performing the duties of office, the Assistant District Coordinator shall serve as District Coordinator to fulfill all district and fellowship responsibilities until such conditions cease to exist. Determination of such conditions and of their duration shall be made either by the District Coordinator or by majority vote of the District Committee.

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(2) The Assistant District Coordinator assumes the chair at meetings of the District Conference or District Committee in the absence of the District Coordinator or at the District Coordinator's request. The Assistant District Coordinator shall perform other duties as deemed appropriate by the District Coordinator and/or the District Committee.

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(3) The District Clerk shall also be responsible for correspondence and other duties as deemed appropriate when mandated by the District Coordinator or the District Committee.

d. District Treasurer

(1) The District Treasurer shall be elected to a two year term at the autumn District Conference in even numbered years.

(2) The District Treasurer shall be responsible for: (a) the receipt and safekeeping of all funds of the District, (b) the disbursing of funds as directed by the District Committee and in accordance with the budget adopted by the District Conference, (c) the keeping of accurate books of all accounts payable and accounts receivable, (d) the preparation of a monthly statement report which shall be sent to the District Coordinator and filed in the district records, and (e) the preparation of a quarterly statement report which shall be sent to members of the District Committee, to all district congregations through the clergy and lay delegates, and to the General Council. The District Treasurer shall present a financial report at each District Conference.

e. District Lay Representative

(1) The Lay Representative of the District shall be elected for a two year term by the lay delegates present at the autumn District Conference in odd numbered years and confirmed by the Conference floor. A separate election for the Alternate Lay Representative will then be held at the same conference and confirmed by the Conference floor.

(2) The District Lay Representative shall serve as the elected lay representative to the UFMCC Commission on Laity. The responsibilities of the Lay Representative shall include (a) educating and informing the laity on the function and activities of lay persons within this District by speaking/preaching, visiting, distributing printed materials, (b) acting as an advocate for the interests of the District's laity, and (c) serving as a member of the District Committee.

f. Clergy Representative

(1) The Clergy Representative of the District shall be elected for a two year term by the clergy present at the autumn District Conference in even numbered years and confirmed by the Conference floor. A separate election for the Alternate Clergy Representative will then be held at the same conference and confirmed by the Conference floor.

(2) The duties of the Clergy Representative will be to act as an advocate for the interests of the clergy in the district and to serve on the District Committee.

2. Responsibilities

The District Committee shall carry out the following responsibilities:

a. propose a budget to the District Conference each year (autumn) and implement such a budget effective January 1 subsequent to when adopted;

b. establish a procedure for formulating and distributing a tentative agenda to be mailed to all delegates, District Officers, and congregations at least thirty (30) days prior to the Conference;

c. establish and make appointments to District committees and task forces;

4. Elders Nominating Committee

   a. The District shall elect one Lay and one Clergy Representative to the Elders Nominating Committee, and their alternates, at the business meeting immediately prior to General Conference for terms expiring at the end of the election of the Elders.

   b. Prior to General Conference, these Representatives shall collect input from District congregations on possible nominees for the Board of Elders.

D. Department of People of Colors

1. Department of People of Colors Representative

   a. The DPOC Representative shall be a person of color (clergy or lay) elected for a two year term at the autumn District Conference following a General Conference.

   b. The duties of the DPOC Representative shall be:

      (1) to oversee the establishment of a District Department of People of Colors Chapter, and to serve as its Chairperson;

      (2) to attend Department of People of Colors conferences as the District Representative;

      (3) to assure the timely distribution of reports of DPOC conferences and other information regarding people of color.

      (4) to provide input from both the District DPOC Chapter and local DPOC chapters to the District Committee and District Conference; and

      (5) to recommend and act as a consultant for workshops and programs on the local church level.

2. White People Healing Racism Representative

   a. The WPHR Representative shall be a white person (clergy or lay) elected for a two year term at the autumn District Conference following a General Conference.

   b. The duties of the WPHR Representative shall be:

      (1) to oversee the establishment of a Division of White People Healing Racism Chapter, and to serve as its Chairperson;

      (2) to attend White People Healing Racism conferences as the District Representative;

      (3) to assure the timely distribution of reports of WPHR conferences and other information regarding people of color.

      (4) to provide input from both the District WPHR Chapter and local WPHR chapters to the District Committee and District Conference; and

      (5) to recommend and act as a consultant for workshops and programs on the local church level.

D. All District Committee members, District Representatives, and appointed or elected staff must be members in good standing of local church bodies within the District during their term of office. The discipline of these positions shall be in accordance with the provisions of the UFMCC By-laws. (Article V C 2 c).

d. carry out the directives of the District Conference and of the General Conference as appropriate;

e. act upon petitions for commissioning and chartering according to the procedures established by the District Conference;

f. foster growth and development of new works within the District;

g. name the Board(s) of Trustees of any property acquired by the District; and

h. perform other duties as specified in the UFMCC By-laws, the District Standard Operating Procedures, and/or the District Church Status Standards.

B. District Liaisons

1. District Liaisons will be appointed by the District Committee to serve as liaisons between the District and its local congregations. Before appointment each liaison must complete the training program, be members in good standing in an MCC Church and have a letter of recommendation from their local church.

2. The duties of the District Liaisons are to serve in a non-governmental capacity in efforts to develop a network of communication and a sense of community within the district.

3. A District Liaison Chair will be appointed by the District Coordinator (approved by the District Committee).

4. The duties of the District Liaison Chair will be to (a) serve as a District Liaison, (b) recruit and train persons to serve as District Liaisons, (c) coordinate the activities of the District Liaisons, and (d) serve as an ex-officio member, who is a non-voting member of the District Committee.

C. District Representatives to UFMCC Boards, Commissions, Committees, and Institutions

1. General Council

a. The District Coordinator shall represent the District on the General Council of UFMCC as specified in the UFMCC By-laws. (Article V D 3)

b. The election and responsibilities of the District Coordinator are as specified in the District Standard Operating Procedures. (Article V B 1 a)

2. Commission on the Laity

a. The District Lay Representative shall represent the District on the Commission on the Laity as specified in the UFMCC By-laws. (Article V C 3 b [4])

b. The election and responsibilities are as specified in the District Standard Operating Procedures. (Article V B 1 e)

3. UFMCC Commission of Faith, Fellowship and Order

a. The District shall elect one Lay and one Clergy Representative to the UFMCC Commission on Faith, Fellowship and Order, and their alternates, for two year terms at the District Conference business meeting immediately following General Conference.

b. Representatives shall attend Commission meetings whenever possible, present FFO Workshops at District meetings when workshops are available, and serve this District as required by the Commission.

E. No District officer or representative may hold more than one District position at any one time.

F. All District Committee Officers shall submit written reports on the fulfillment of their duties which will be included in the conference packets.

G. Vacancies

1. If a vacancy occurs in the office of District Coordinator, the Assistant District Coordinator will serve as Acting District Coordinator until the next District Conference at which time an election shall be held to fill the unexpired term.

2. If a vacancy occurs in the office of Assistant District Coordinator, the District Committee shall appoint an interim Assistant District Coordinator to serve until the next District Conference at which time an election shall be held to fill the unexpired term.

3. If a vacancy occurs in the office of District Clerk, the District Committee shall appoint an interim District Clerk to serve until the next regularly scheduled District Conference at which time a person shall be elected to fill the remainder of the regular term of office.

4. If a vacancy occurs in the office of District Treasurer, the District Committee shall appoint a person to fill the vacancy until the next regularly scheduled District Conference at which time a person shall be elected to fill the remainder of the regular term of office.

5. If a vacancy occurs in the Office of District Lay Representative, District Clergy Representative, District FFO Representative, District DPOC Chairperson, District WPHR Chairperson, the person who is the alternate representative shall fill the remainder of the term. An alternate representative will be elected at the next District Conference. Should both the position of representative and alternate be vacant, the District Committee shall appoint a representative. The appointment shall stand until the next District Conference.

6. If a vacancy occurs in the position of Representative to the Elders Nominating Committee, Alternate Lay/Clergy Representatives shall fill the remainder of the term.

ARTICLE VI. MEETINGS

A. The District Conference shall be held twice a year, one in the spring and one in the autumn, dates to be set at least eighteen (18) months in advance. The spring conference may be primarily for fellowship and spiritual renewal; the autumn conference shall also include elections and business.

B. The location for District Conference will be determined by the District Conference eighteen (18) months in advance.

C. Special District Conferences may be called as specified in the By-laws of UFMCC (Article IX B). The call of such a conference shall specify the date and place of the meeting and the subject(s) to be considered. It shall be the responsibility of the District Clerk to provide thirty (30) days written notice of such a call to all voting members of the District Conference. Only business specified in the call of the meeting shall be considered.

D. A quorum shall consist of no less than fifty-five percent (55%) of all eligible clergy and fifty-five percent (55%) of all eligible lay delegates of the District. An eligible lay delegate is a person from a church whose District and UFMCC tithes, that are due by the 10th of the month preceding the Conference, have been received by the respective District Treasurer and the UFMCC Treasurer, postmarked by the 10th of that month. Exceptions can be made by the District Conference on a good faith effort.

E. The program and tentative agenda for all District Conferences must be approved and distributed by the District Committee 30 days prior to the conference. (GLAD SOP'S Article V B 2)

F. Rules of procedure at a District Conference business meeting shall be those of the most recent General Conference of UFMCC. It shall be the prerogative of the moderator, unless overruled by a majority vote of the eligible voting delegates, to permit persons to speak to an issue even if they are not elected representatives of the District church bodies or UFMCC clergy affiliated with the District.

G. The District Coordinator shall have the responsibility of providing reasonable opportunity for the introduction of new business from the floor except at a Special District Conference.

H. The proposed budget of the District must be distributed by the District Committee not less than thirty (30) days prior to the date of the District Conference.

I. All UFMCC clergy who are members of local church bodies in the District shall be entitled to speak and to vote. Each church shall be entitled to the number of voting delegates according to the By-laws of UFMCC (Article V B 4) and the District Coordinator shall have voice and vote in his/her respective house.

J. Lay members of UFMCC Shall be eligible for election to any office of the District for which they are qualified, in accordance with the UFMCC By-laws (Article V C 3) and District Standard Operating Procedures.

K. The costs of a District Conference shall be borne by the District which may recoup any or all of these costs through a registration fee. The District will be responsible for paying the portion of registration costs, housing, transportation, and per diem of its District Committee members which are not the prior responsibility of a local church body.

L. With the exception of Sunday worship service, all offerings shall be collected immediately by the District Treasurer and shall be considered District funds. The monies from the Sunday worship will go to the MCC church in the city where the conference is held. Where there is more than one church, the monies will be equally shared. If there are no MCC Churches in the conference city, the monies will go toward New Works. Profits realized through the sales of books and/or items by any congregation belong to the congregation offering the item for sale.

M. All conference materials, agendas, budgets, reports, etc., shall be mailed to all non-voting conference registrants who register fourteen days prior to the conference. Voting delegates will receive their packets thirty (30) days in advance. District newsletters and Treasurer's reports are not included in conference materials. These items are to be photocopied by the Lay representative and made available to each member of their local congregation upon receipt (monthly and quarterly respectively).

ARTICLE VII. FINANCES

A. Each congregation is required to contribute to the District, on a monthly basis, a minimum of five percent (5%) of all collected funds, except recognized designated funds in accordance with the UFMCC By-laws (Article X B) by the 10th of each month. These monies will be used by the District to help expand Christian outreach and defray District administrative costs.

B. When conducting official District business; housing costs, per diem, and travel costs of the District Coordinator, the Assistant District Coordinator, or other persons officially representing the District shall be paid on the basis of either actual costs of plane, train, bus, or mileage at the current IRS business mileage rate or that reasonable amount approved through the budgeting process of the District. Such costs shall be reimbursed only if approved in advance by the District Conference, the District Committee, or by the District Coordinator.

ARTICLE VIII. MISCELLANEOUS

A. Permanent District files shall be maintained in the custody of the District Coordinator and the District Clerk.

B. The District Coordinator shall appoint a Parliamentarian for each District business session.

C. It is the policy of this District, whenever possible, to maintain a parity of clergy and laity, with geographic representation, inclusive of differently abled, race and gender on committees, task forces, and working groups.

D. Neither the District Coordinator's office nor local chartered church offices may be in private homes. No local church address may be a private home.

E. Monthly statistical reports shall be submitted to the District Treasurer by the 10th of each month.

ARTICLE IX. APPROVAL AND AMENDMENTS OF THESE POWERS

A. These Standard Operating Procedures shall come into effect when they are adopted by the District Conference on an interim basis and finalized when ratified by the General Council. Two-thirds (2/3's) of the voting clergy and two-thirds (2/3's) of the voting laity shall be necessary to adopt these Standard Operating Procedures.

B. These Standard Operating Procedures may be amended or repealed on an article-by-article basis at any duly convened meeting of the District Conference. They shall be proposed in writing an distributed to all voting delegates at least thirty (30) days prior to the District Conference by an District Officer, any UFMCC credentialed clergy, any lay delegate, or the Board of any local church group. To be adopted, any amendment or change to these procedures must be approved by two-thirds (2/3's) of the voting clergy and two-thirds (2/3's) of the voting laity. Amendments become effective when ratified by the General Council.

Standard Operating Procedures

GULF LOWER ATLANTIC DISTRICT

of the Universal Fellowship of Metropolitan Community Churches

ARTICLE I. NAME AND BOUNDARIES

A. The name of this body shall be the Gulf Lower Atlantic District of the Universal Fellowship of Metropolitan Community Churches. The Gulf Lower Atlantic District, hereinafter called "the District," exists under the provision of the By-laws of the Universal Fellowship of Metropolitan Community Churches, hereinafter called "UFMCC." The UFMCC By-laws shall govern these Standard Operating Procedures and all actions taken by the District or its officers.

B. The District shall comprise the states of Alabama, Georgia, Mississippi, North Carolina, South Carolina, and Tennessee. Action of the General Conference of UFMCC or the General Council of UFMCC affecting the boundaries of this District shall automatically amend this section without specific District action.

ARTICLE II. PURPOSE

The purpose of this District is to encourage Christian fellowship and mutual cooperation, to enable and empower Christian ministry within our jurisdiction through the member congregations and bodies, and other objectives as set forth in the UFMCC By-laws. (Article V C)

ARTICLE III. DOCTRINE, SACRAMENTS, AND RITES

The doctrine, sacraments, and rites of this District shall be those of UFMCC as stated in the UFMCC By-laws. (Article III)

ARTICLE IV. MINISTRY

This District affirms the universal priesthood of all believers (I Peter 2:5-10). All members of the Church are called by God to a ministry of the Gospel of Christ in the Church and in the world. (UFMCC By-laws, Article IV)

A. Clergy

1. Clergy are those called by God, authorized and legally recognized by UFMCC to serve among the people as professional ministers of the Word and Sacraments.

2. This District recognizes the right of UFMCC to determine procedural matters and standards pertaining to the responsibilities, qualifications, credentials, and discipline of UFMCC Clergy as specified in the UFMCC By-laws. (Article IV B)

B. Pastor

1. The Pastor is that person responsible for the duties of teacher, preacher, spiritual leader, and counselor within a local church congregation.

2. Local chartered churches and local commissioned churches elect a Pastor. It would be encouraged that a local commissioned church seek the assistance of the District Coordinator in securing a Pastor. The Pastor of a commissioned church must be approved by the District Coordinator and by the District Committee.

3. Pastors must be credentialed Clergy in UFMCC unless an exception is made by the District Committee. Exceptions will be approved for no more than one year at which time the District Committee will review the status. At the time of approval a covenant will be established between the applicant, local church and the District Committee.

4. This District recognizes the right of UFMCC to determine procedural matters and standards pertaining to the qualifications, responsibilities, and termination of service of Pastors as specified in the UFMCC By-laws. (Article V B 2)

C. Student Clergy

1. Student Clergy are those who feel called by God to prepare to serve among the people as professional ministers of the Word and Sacrament. For a limited time they may serve in this position to test their call and to develop needed skills.

2. This District recognizes the right of UFMCC to determine procedural matters and standards pertaining to the responsibilities, qualifications, appointments, training and discipline of student Clergy as specified in the UFMCC By-laws. (Article IV B 2)

3. A copy of The Clergy Credentials and Concerns Committee Student Clergy registration must be forwarded to the District Coordinator by Student Clergy upon approval by the appointing authority.

4. If the need arises, the District Coordinator may request Student Clergy to serve for district work. This request is subject to approval of the appointing authority and the District Committee. (UFMCC By-Laws, Article IV B 2 f)

D. Deacon

If the need arises, the District Coordinator may request a deacon to serve for district work. This request is subject to approval of the appointing authority and the District Committee. (UFMCC By-laws, Article IV A 2 f)

ARTICLE V. GOVERNMENT AND OFFICERS

The government of this District is vested in its District Conference which exerts the right to control all of its affairs subject to these Standard Operating Procedures and the By-laws of UFMCC.

A. District Committee

The District Committee is that body elected by the District Conferences to carry on the administrative affairs of the District in an orderly manner between District Conferences. All actions of the District Committee must be reported to and approved by the District Conference except where specifically provided for in these Standard Operating Procedures or the UFMCC By-laws. If any action taken by the District Committee is not approved, such rectification as is possible must be undertaken by the District Committee as soon as possible with the further approval of the District Conference.

1. Members

The Officers of the District shall be the District Committee and shall consist of District Coordinator, Assistant District Coordinator, District Clerk, District Treasurer, District Lay Representative, and District Clergy Representative.

a. District Coordinator

(1) The District Coordinator shall be elected to a four year term at the autumn District Conference in odd numbered years.

(2) The duties of the District Coordinator shall be to: (a) provide spiritual direction and guidance, (b) act as Moderator at all District Conferences and meetings, (c) represent the District as a member of the UFMCC General Council, (d) represent the General Council within the District, (e) coordinate and administer the work of the District in achieving its purposes, and (f) assure, with the approval of the District Committee, that every church within the District is supplied with pastoral leadership. It shall be the right and duty of the District Coordinator, or any representative whom the District Coordinator may delegate, to visit all churches within the District at least once a year. The District Coordinator shall also serve as the chair of the District Committee.

(3) The newly elected District Coordinator shall assume the duties of the office sixty (60) days after the election. To enable the orderly transfer of leadership/resources, the outgoing District Coordinator shall meet at least once within that period with the new District Coordinator for transference of records and training at district expense. The outgoing District Coordinator shall consult on at least a weekly basis with the newly elected District Coordinator to further provide for a smooth transfer of responsibilities.

(4) In the event that physical or mental conditions prevent the District Coordinator from performing the duties of office, the Assistant District Coordinator shall serve as District Coordinator to fulfill all district and fellowship responsibilities until such conditions cease to exist. Determination of such conditions and of their duration shall be made either by the District Coordinator or by majority vote of the District Committee.

b. Assistant District Coordinator

(1) An Assistant District Coordinator shall be elected to a two year term at the autumn District Conference in odd numbered years.

(2) The Assistant District Coordinator assumes the chair at meetings of the District Conference or District Committee in the absence of the District Coordinator or at the District Coordinator's request. The Assistant District Coordinator shall perform other duties as deemed appropriate by the District Coordinator and/or the District Committee.

(3) In the event of the resignation or any other termination of responsibilities of the District Coordinator, the Assistant District Coordinator shall serve as the District Coordinator, until the next regularly scheduled District Conference, at which time the conference will elect a District Coordinator to fill the unexpired term. The elevated Assistant District Coordinator would fulfill all district and fellowship responsibilities.

c. District Clerk

(1) The District Clerk shall be elected to a two year term at the autumn District Conference in even numbered years.

(2) The District Clerk shall be responsible for: (a) the recording and expeditious distribution of the minutes of the District business meetings to all voting members of the previous District Conference, including the District Committee meeting (confidentiality applies only to discussion, not decision or actions), (b) for maintaining current lists of district committees and mailing lists, and (c) for keeping orderly files of District records and pertinent materials including District statistical information.

(3) The District Clerk shall also be responsible for correspondence and other duties as deemed appropriate when mandated by the District Coordinator or the District Committee.

d. District Treasurer

(1) The District Treasurer shall be elected to a two year term at the autumn District Conference in even numbered years.

(2) The District Treasurer shall be responsible for: (a) the receipt and safekeeping of all funds of the District, (b) the disbursing of funds as directed by the District Committee and in accordance with the budget adopted by the District Conference, (c) the keeping of accurate books of all accounts payable and accounts receivable, (d) the preparation of a monthly statement report which shall be sent to the District Coordinator and filed in the district records, and (e) the preparation of a quarterly statement report which shall be sent to members of the District Committee, to all district congregations through the Clergy and Lay Delegates, and to the General Council. The District Treasurer shall present a financial report at each District Conference.

e. District Lay Representative

(1) The Lay Representative of the District shall be elected for a two year term by the Lay Delegates present at the autumn District Conference in odd numbered years and confirmed by the Conference floor. A separate election for the Alternate Lay Representative will then be held at the same conference and confirmed by the Conference floor.

(2) The District Lay Representative shall serve as the elected lay representative to the UFMCC Commission on Laity. The responsibilities of the Lay Representative shall include (a) educating and informing the laity on the function and activities of lay persons within this District by speaking/preaching, visiting, distributing printed materials, (b) acting as an advocate for the interests of the District's laity, and (c) serving as a member of the District Committee.

f. Clergy Representative

(1) The Clergy Representative of the District shall be elected for a two year term by the Clergy present at the autumn District Conference in even numbered years and confirmed by the Conference floor. A separate election for the Alternate Clergy Representative will then be held at the same conference and confirmed by the Conference floor.

(2) The duties of the Clergy Representative shall be to act as an advocate for the interests of the Clergy in the district and to serve on the District Committee.

2. Responsibilities

The District Committee shall carry out the following responsibilities:

a. propose a budget to the District Conference each year (autumn) and implement such a budget effective January 1 subsequent to when adopted;

b. establish a procedure for formulating and distributing a tentative agenda to be mailed to all delegates, District Officers, and congregations at least thirty (30) days prior to the Conference;

c. establish and make appointments to District committees and task forces;

d. carry out the directives of the District Conference and of the General Conference as appropriate;

e. act upon petitions for commissioning and chartering according to the procedures established by the District Conference;

f. foster growth and development of new works within the District;

g. name the Board(s) of Trustees of any property acquired by the District; and

h. perform other duties as specified in the UFMCC By-laws, the District Standard Operating Procedures, and/or the District Church Status Standards.

B. District Liaisons

1. District Liaisons shall be appointed by the District Committee to serve as liaisons between the District and its local congregations. Before appointment each liaison must complete the training program, be members in good standing in an MCC Church and have a letter of recommendation from their local church.

2. The duties of the District Liaisons are to serve in a non-governmental capacity in efforts to develop a network of communication and a sense of community within the district.

3. A District Liaison Chair shall be appointed by the District Coordinator (approved by the District Committee).

4. The duties of the District Liaison Chair shall be to (a) serve as a District Liaison, (b) recruit and train persons to serve as District Liaisons, (c) coordinate the activities of the District Liaisons, and (d) serve as an ex-officio member, who is a non-voting member of the District Committee.

C. District Representatives to UFMCC Boards, Commissions, Committees, and Institutions

1. General Council

a. The District Coordinator shall represent the District on the General Council of UFMCC as specified in the UFMCC By-laws. (Article V D 3)

b. The election and responsibilities of the District Coordinator are as specified in the District Standard Operating Procedures. (Article V B 1 a)

2. Commission on the Laity

a. The District Lay Representative shall represent the District on the Commission on the Laity as specified in the UFMCC By-laws. (Article V C 3 b [4])

b. The election and responsibilities are as specified in the District Standard Operating Procedures. (Article V B 1 e)

3. UFMCC Commission of Faith, Fellowship and Order

a. The District shall elect one Lay and one Clergy Representative to the UFMCC Commission on Faith, Fellowship and Order, and their alternates, for two year terms at the District Conference business meeting immediately following General Conference.

b. Representatives shall attend Commission meetings whenever possible, present FFO Workshops at District meetings when workshops are available, and serve this District as required by the Commission.

4. Elders Nominating Committee

   a. The District shall elect one Lay and one Clergy Representative to the Elders Nominating Committee, and their alternates, at the business meeting immediately prior to General Conference for terms expiring at the end of the election of the Elders.

   b. Prior to General Conference, these Representatives shall collect input from District congregations on possible nominees for the Board of Elders.

D. Department of People of Colors

   1. Department of People of Colors Representative

      a. The DPOC Representative shall be a person of color (Clergy or lay) elected for a two year term at the autumn District Conference following a General Conference.

      b. The duties of the DPOC Representative shall be:

         (1) to oversee the establishment of a District Department of People of Colors Chapter, and to serve as its Chairperson;

         (2) to attend Department of People of Colors conferences as the District Representative;

         (3) to assure the timely distribution of reports of DPOC conferences and other information regarding people of colors.

         (4) to provide input from both the District DPOC Chapter and local DPOC chapters to the District Committee and District Conference; and

         (5) to recommend and act as a consultant for workshops and programs on the local church level.

   2. White People Healing Racism Representative

      a. The WPHR Representative shall be a white person (Clergy or lay) elected for a two year term at the autumn District Conference following a General Conference.

      b. The duties of the WPHR Representative shall be:

         (1) to oversee the establishment of a Division of White People Healing Racism Chapter, and to serve as its Chairperson;

         (2) to attend White People Healing Racism conferences as the District Representative;

         (3) to assure the timely distribution of reports of WPHR conferences and other information regarding people of color.

         (4) to provide input from both the District WPHR Chapter and local WPHR chapters to the District Committee and District Conference; and

         (5) to recommend and act as a consultant for workshops and programs on the local church level.

D. All District Committee members, District Representatives, and appointed or elected staff must be members in good standing of local church bodies within the District during their term of office. The discipline of these positions shall be in accordance with the provisions of the UFMCC By-laws. (Article V C 2 c).

E. No District officer or representative may hold more than one District position at any one time.

F. All District Committee Officers shall submit written reports on the fulfillment of their duties which will be included in the conference packets.

G. Vacancies

1. If a vacancy occurs in the office of District Coordinator, the Assistant District Coordinator shall serve as Acting District Coordinator until the next District Conference at which time an election shall be held to fill the unexpired term.

2. If a vacancy occurs in the office of Assistant District Coordinator, the District Committee shall appoint an interim Assistant District Coordinator to serve until the next District Conference at which time an election shall be held to fill the unexpired term.

3. If a vacancy occurs in the office of District Clerk, the District Committee shall appoint an interim District Clerk to serve until the next regularly scheduled District Conference at which time a person shall be elected to fill the remainder of the regular term of office.

4. If a vacancy occurs in the office of District Treasurer, the District Committee shall appoint a person to fill the vacancy until the next regularly scheduled District Conference at which time a person shall be elected to fill the remainder of the regular term of office.

5. If a vacancy occurs in the Office of District Lay Representative, District Clergy Representative, District FFO Representative, District DPOC Chairperson, District WPHR Chairperson, the person who is the alternate representative shall fill the remainder of the term. An alternate representative shall be elected at the next District Conference. Should both the position of representative and alternate be vacant, the District Committee shall appoint a representative. The appointment shall stand until the next District Conference.

6. If a vacancy occurs in the position of Representative to the Elders Nominating Committee, Alternate Lay/Clergy Representatives shall fill the remainder of the term.

ARTICLE VI. MEETINGS

A. The District Conference shall be held twice a year, one in the spring and one in the autumn, dates to be set at least eighteen (18) months in advance. The spring conference may be primarily for fellowship and spiritual renewal; the autumn conference shall also include elections and business.

B. The location for District Conference shall be determined by the District Conference eighteen (18) months in advance.

C. Special District Conferences may be called as specified in the By-laws of UFMCC (Article IX B). The call of such a conference shall specify the date and place of the meeting and the subject(s) to be considered. It shall be the responsibility of the District Clerk to provide thirty (30) days written notice of such a call to all voting members of the District Conference. Only business specified in the call of the meeting shall be considered.

D. A quorum shall consist of no less than fifty-five percent (55%) of all eligible Clergy and fifty-five percent (55%) of all eligible members of the Lay House. An eligible Lay Delegate is a person from a church whose District and UFMCC tithes, that are due by the 10th of the month preceding the Conference, have been received by the respective District Treasurer and the UFMCC Treasurer, postmarked by the 10th of that month. Exceptions can be made by the District Conference on a good faith effort.

E. The program and tentative agenda for all District Conferences must be approved and distributed by the District Committee 30 days prior to the conference. (GLAD SOP'S Article V B 2)

F. Rules of procedure at a District Conference business meeting shall be those of the most recent General Conference of UFMCC. It shall be the prerogative of the moderator, unless overruled by a majority vote of the eligible voting delegates, to permit persons to speak to an issue even if they are not elected representatives of the District church bodies or UFMCC Clergy affiliated with the District.

G. The District Coordinator shall have the responsibility of providing reasonable opportunity for the introduction of new business from the floor except at a Special District Conference.

H. The proposed budget of the District must be distributed by the District Committee not less than thirty (30) days prior to the date of the District Conference.

I. All Clergy who are members of local church bodies in the District shall have voice and vote in the Clergy House. All Pastors of Chartered and Commissioned Churches in the District, who are not credentialed Clergy, Lay District Committee members, and Lay Delegates from each church (according to UFMCC By-laws, Article V B 4) shall have voice and vote in the Lay House.

J. Lay members of UFMCC shall be eligible for election to any office of the District for which they are qualified, in accordance with the UFMCC By-laws (Article V C 3) and District Standard Operating Procedures.

K. The costs of a District Conference shall be borne by the District which may recoup any or all of these costs through a registration fee. The District shall be responsible for paying the portion of registration costs, housing, transportation, and per diem of its District Committee members which are not the prior responsibility of a local church body.

L. With the exception of Sunday worship service, all offerings shall be collected immediately by the District Treasurer and shall be considered District funds. The monies from the Sunday worship shall go to the MCC church in the city where the conference is held. Where there is more than one church, the monies shall be shared equally. If there are no MCC Churches in the conference city, the monies shall go toward New Works. Profits realized through the sales of books and/or items by any congregation belong to the congregation offering the items for sale.

M. All conference materials, agendas, budgets, reports, etc., shall be mailed to all non-voting conference registrants who register fourteen days prior to the conference. Voting delegates will receive their packets thirty (30) days in advance. District newsletters and Treasurer's reports are not included in conference materials. These items are to be photocopied by the Lay representative and made available to each member of their local congregation upon receipt (monthly and quarterly respectively).

ARTICLE VII. FINANCES

A. Each congregation is required to contribute to the District, on a monthly basis, a minimum of five percent (5%) of all collected funds, except recognized designated funds in accordance with the UFMCC By-laws (Article X B) by the 10th of each month. These monies shall be used by the District to help expand Christian outreach and defray District administrative costs.

B. When conducting official District business; housing costs, per diem, and travel costs of the District Coordinator, the Assistant District Coordinator, or other persons officially representing the District shall be paid on the basis of either actual costs of plane, train, bus, or mileage at the current IRS business mileage rate or that reasonable amount approved through the budgeting process of the District. Such costs shall be reimbursed only if approved in advance by the District Conference, the District Committee, or by the District Coordinator.

ARTICLE VIII. MISCELLANEOUS

A. Permanent District files shall be maintained in the custody of the District Coordinator and the District Clerk.

B. The District Coordinator shall appoint a Parliamentarian for each District business session.

C. It is the policy of this District, whenever possible, to maintain a parity of Clergy and laity, with geographic representation, inclusive of differently abled, race and gender on committees, task forces, and working groups.

D. Neither the District Coordinator's office nor local chartered church offices may be in private homes. No local church address may be a private home.

E. Monthly statistical reports shall be submitted to the District Treasurer by the 10th of each month.

ARTICLE IX. APPROVAL AND AMENDMENTS OF THESE POWERS

A. These Standard Operating Procedures shall come into effect when they are adopted by the District Conference on an interim basis and finalized when ratified by the General Council. Two-thirds (2/3's) of the voting Clergy and two-thirds (2/3's) of the voting Laity shall be necessary to adopt these Standard Operating Procedures.

B. These Standard Operating Procedures may be amended or repealed on an article-by-article basis at any duly convened meeting of the District Conference. They shall be proposed in writing and distributed to all voting delegates at least thirty (30) days prior to the District Conference by a District Officer, any UFMCC credentialed Clergy, any Lay Delegate, or the Board of any local church group. To be adopted, any amendment or change to these procedures must be approved by two-thirds (2/3's) of the voting Clergy and two-thirds (2/3's) of the voting Laity. Amendments become effective when ratified by the General Council.

C. The District Committee has the responsibility to delete provisions in whole or in part; to add provisions; and to revise, correct or otherwise amend provisions of these Standard Operating Procedures as necessary in order to maintain conformity with UFMCC By-laws as they are amended from time to time by UFMCC General Conference or when so directed by the General Council of UFMCC. Such deletions, additions and/or revisions shall be published and distributed by the District Committee to all church bodies through their voting Clergy and Lay Delegates or non-voting official observers for approval at the next regularly scheduled District Conference.